

May 30, 2002

The Honorable John Engler
Governor of the State of Michigan
George W. Romney Building
Lansing, Michigan 48933

In accordance with requirements set forth in Section 16 of P.A. 415, 1982, I am pleased to provide you with this report concerning the activities of the Michigan Correctional Officers' Training Council for the calendar year January 1, 2001 through December 31, 2001.

As a result of the support of governing officials, correctional officers in the Michigan Department of Corrections are among the best educated and most highly prepared officers anywhere in the country. With continued support of the type received to date, the Council is confident that Michigan will continue as a leader in the training of state and local correctional officers.

A handwritten signature in cursive script, reading "Elizabeth A. Foley".

Respectfully submitted,

Elizabeth A. Foley
Chairperson

**MICHIGAN
CORRECTIONAL OFFICERS'
TRAINING COUNCIL**



2001 ANNUAL REPORT

State of Michigan

This document has been printed on recycled paper

Printed Under Authority of Public Act 415 (1982)

Provided by the Department of Corrections

Number of Copies Printed: 25

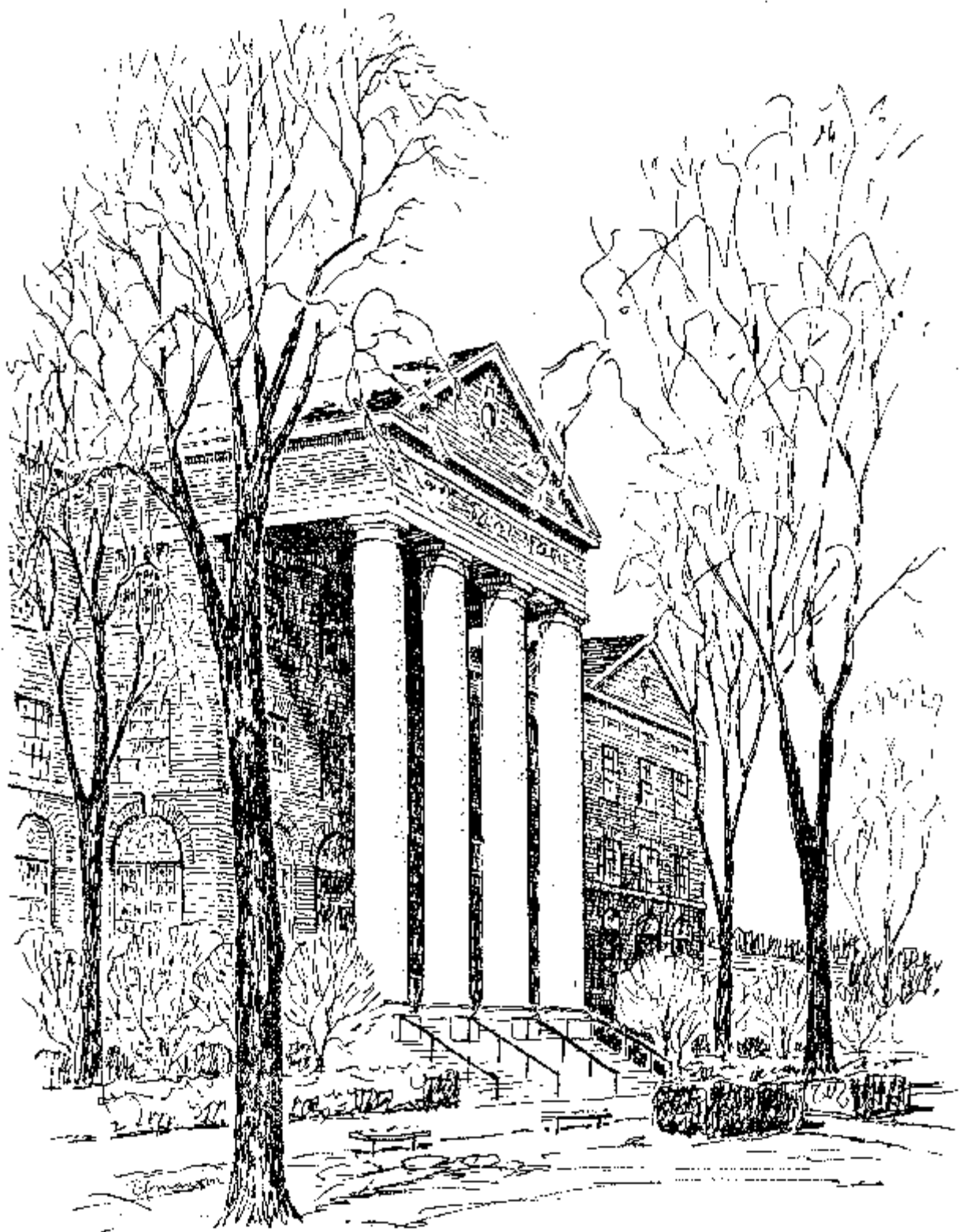
Total cost of printing: \$31.08

Cost per copy: \$1.24

**MICHIGAN
CORRECTIONAL OFFICERS'
TRAINING COUNCIL**

2001 ANNUAL REPORT

State of Michigan



The Earl F. DeMarse Corrections Academy
Location of Michigan Correctional Officers' Training Council Offices

INTRODUCTION

Prior to May 1981, the minimum requirements for corrections officers hired to work for the Department in State corrections facilities were a high school diploma and six weeks of combined on-the-job and classroom training.

Explosive events led to changes in these minimum requirements. In 1981, over the Memorial Day weekend, three of the Department's major facilities erupted with disturbances, resulting in widespread property damage and many injuries, but no deaths. The institutions that experienced disturbances included: the State Prison of Southern Michigan (Jackson); the Michigan Reformatory (Ionia); Marquette Branch Prison (Marquette).

Following the disorders, the Michigan Legislature conducted an extensive investigation to determine the underlying causes of the disturbances. The investigation identified lack of education and training of line staff as contributing factors. The Legislature responded by enacting Public Act 415 of 1982. The legislation, which became known as the Michigan Correctional Officers' Training Act, established:

- C The Michigan Correctional Officers' Training Council - a Governor appointed body.
- C A requirement of 15 semester or 23 term college credits to be eligible for employment as a state corrections officer.
- C Requirements for certification, re-certification and decertification of state corrections officers including a 320 hour training academy requirement and two months of on-the-job training for new officers.
- C Requirements for certification, re-certification and decertification of local corrections officers employed in county jails and lockups.
- C A central training academy for corrections officers.

Two amendments to Public Act 415, Public Act 44 of 1985 and Public Act 4 of 1989, provided further support to the belief that the corrections officer position is one requiring post high school education including specific reference to possession of associate and bachelor degrees as being acceptable for entry into the corrections officer position. In 1989, the National Institute of Corrections awarded a grant to the International Association of Corrections Officers (IACO) to develop a college level vocational certificate program for corrections officers; much of the content of their program was based on the Michigan model.



MDOC Honor Guard

EXECUTIVE SUMMARY

In 2001, the Michigan Correctional Officers' Training Council (MCOTC) remained committed to what many professionals in the field acknowledge as one of the finest corrections officer training programs in the nation.

In fiscal year 2000-2001 the Department of Corrections and the Training Council continued their proactive approach. In order to keep the facility staffing above the critical complement, the training academy ran a total of six classes during FY 2000-2001. During this time frame, there were 954 persons hired as corrections officers, compared to 1,187 persons hired in FY 1999-2000. Of the 954 individuals hired, there were 864 that completed custody new employee training.

The following were highlights of the MCOTC during calendar year 2001:

- C Re-certification of one hundred percent of all active state corrections officers completing 40 hours of training. Certification of one hundred percent of all new state corrections officers after completing 320 hours of academy training and two months of on-the-job training.
- C One hundred forty eight jail corrections officers completed the 160 hour Local Corrections Training Program.
- C Re-certification of ninety six local correction officers after completing 20 hours of in-service training.
- C Twenty-five Michigan colleges and universities offered the Certified Corrections Officer Academic Program.
- C Approximately 200 approved instructors taught in the Certified Corrections Officer Academic Program during the 2000-2001 academic year.
- C A total of 395 students completed an approved Certified Corrections Officer Academic Program.

- C White males accounted for 60.9 percent of the corrections officers hired in FY 2000-2001 by the Department of Corrections. The remaining, almost 40% of persons hired, consisted of minority groups, both male and female.
- C Currently, 65 trained Department volunteer recruiters assist with recruitment of under represented groups. The volunteers perform these duties in addition to their primary jobs within the department.
- C The MCOTC State Standards Committee selected Corrections Officer Charles Picotte, of the Straits Correctional Facility, as the 2001 State Corrections Officer of the Year. The Council participated in a banquet honoring all corrections officers.
- C In March of 2001, the MCOTC hosted an appreciation luncheon to honor the field training officers for their help with new employee training for corrections officers.

The Council recognizes and appreciates the support of the Executive Office and the Legislature, along with the commitment of the Department of Corrections in the ongoing development and improvement of the education and training of corrections officers in the State of Michigan.

THE COUNCIL

The Michigan Correctional Officers' Training Council was created by Public Act 415 of 1982 with the effective date of legislation March 30, 1983. The ten-member Council was appointed by the Governor and met for the first time in December, 1983.

CURRENT

MEMBERS

REPRESENTING

EXPIRATION

Elizabeth A. Foley	Academic Community	3/30/04
Dennis Somers	State Corrections Officers	3/30/04
Gary R. Carlson	Local Agencies and Jails	3/30/02
Robert Hall	Local Corrections Officers	3/30/04
Bill Page	Public at Large	3/30/03
Janet M. McClelland	State Personnel Director	3/30/02
Craig Yaldoo	DMB/Office of Criminal Justice	3/30/03
Barry McLemore	MI Department of Corrections	3/30/02
Dan Herman	Academic Community	3/30/03
Luella Burke	Public at Large	3/30/03

Elizabeth A. Foley was elected chairperson in 1995 and was re-elected in 1996, 1997, 1998, 1999, 2000 and 2001.

STANDING COMMITTEES AND CHAIRPERSONS

Academic Standards	Dan Herman
Local Standards Committee	Bill Page
State Standards Committee	Barry McLemore

THE STAFF

Administrator Bill Hudson, Office of Training and Recruitment serves as the Executive Secretary to the Council.

In February of 2001 Jai Deagan was appointed to serve as the Liaison to the Council.

Administrative support to the Council is currently provided by Char Thelen, secretary to the Administrator of the Office of Training and Recruitment.

MAJOR ACCOMPLISHMENTS

With the assistance and approval of the Departments of Civil Service and Corrections, the MCOTC has established responsive, relevant and practical entry- level requirements for state corrections officers.

A college credit Certified Corrections Officer Academic Program was implemented in 1987 to enable persons to acquire 15 semester or 23 term credits to meet the educational requirement for employment as a state corrections officer. Twenty-five Michigan colleges and universities are currently certified to offer the MCOTC Corrections Officer Academic Program.

An eighteen month pilot program that allowed new corrections officers to defer this educational requirement for up to eighteen months after they were hired, was made permanent. The Department of Corrections had requested the change to assist with the Department's hiring needs. After an eighteen month trial period, the Department requested that the change be made permanent. The Council and the Michigan Department of Civil Service concurred with the Department's recommendation and the change was made permanent.

Civil Service testing, an in-depth personal interview, background check, drug testing and physical testing are some of the employment criteria.

Training programs for new state corrections officers were reviewed, revised and strengthened.

Established standards for certification, re-certification and decertification of state corrections officers continue to be applied in 2001.

In 2001, one hundred percent of all active state officers received re-certification.

One hundred percent of all new state corrections officers received initial certification upon completion of new officer recruit training .

The Council maintains an active involvement with the DeMarse Corrections Academy, approving physical standards, training course development and course revisions. The Council has established physical training standards for corrections officer recruits.

As part of their graduation requirement, recruits must successfully meet the following standard:

Sit-ups - 18 in 30 seconds

Push-ups - 24 in 60 seconds

Option A: Step-test (total of 9 minutes)

<u>Stage</u>	<u>Cadence</u>	<u>Heights of steps</u>	<u>Time</u>	<u>No. of Trips</u>
I	120	3.75"	3 min.	60
II	120	7.50"	3 min.	60
III	120	11.75"	3 min.	60

Option B: Step-test (total of 9 minutes)

<u>Stage</u>	<u>Cadence</u>	<u>Heights of steps</u>	<u>Time</u>	<u>No. of Trips</u>
I	120	3.75"	3 min.	60
II	120	7.50"	3 min.	60
III	158	7.50"	3 min.	78

The physical standard must be met again at the end of the recruit's 12 month probation to continue certification as a state corrections officer.

MICHIGAN CORRECTIONS OFFICER OF THE YEAR

Since 1985, the Department of Corrections has recognized outstanding officers from each facility and from corrections centers. From this field of nominees, one corrections officer in the state is selected as Corrections Officer of the Year. The MCOTC's involvement in awarding this honor began in 1988.

Although the annual award names only one top winner, the Council recognizes all corrections officers as members of the criminal justice profession who are charged every day with being fair, firm and objective in their interactions with Michigan prisoners.

In celebration of Corrections Officer Week, over 400 people attended the 2001 Corrections Officer of the Year awards and appreciation banquet held in Lansing on May 9, 2001. Nick Ludwick, from the Correctional Facilities Administration, served as the master of ceremonies and Deputy Director Dan Bolden presented the awards.



Charles Picotte
2001 Corrections Officer of The Year

Charles Picotte, of the Straits Correctional Facility, was selected as the Corrections Officer of the Year for 2001. The other four finalists were: Albert Ashe, Boyer Road Correctional Facility; Jeffrey Jenkins, Chippewa Correctional Facility; Gwendolyn

Kidd, Field Operations Administration, Region III; Stanley Peete, SAI Program.

STANDING COMMITTEES

ACADEMIC STANDARDS

Dan Herman, Chairperson

The MCOTC Certified Corrections Officer Academic Program, in operation since 1987, began with the initial certification of 25 state colleges and universities. In 1990 that figure rose to 31. In 2001 there were 25 state colleges and universities that participated in the MCOTC certificate program.

Alpena Community College	Alpena
Baker College of Fremont	Fremont
Bay Mills Community College	Brimley
C.S. Mott Community College	Flint
Davenport College - Alma Center	Alma
Delta College	University Center
Ferris State University	Big Rapids
Gogebic Community College	Ironwood
Grand Rapids Community College	Grand Rapids
Jackson Community College	Jackson
Kellogg Community College	Battle Creek
Kirtland Community College	Roscommon
Lake Michigan College	Benton Harbor
Lake Superior State University	Sault Ste. Marie
Lansing Community College	Lansing
Marygrove College	Detroit
Mid Michigan Community College	Harrison
Montcalm Community College	Sidney
North Central Michigan College	Petoskey
Northern Michigan University	Marquette
Northwestern Michigan College	Traverse City
St. Clair Community College	Port Huron

Schoolcraft College/Radcliff
Wayne County Community College
West Shore Community College

Garden City
Detroit
Scottville

The 2000-2001 academic year for the Certified Corrections Officer Programs showed a decrease in enrollment and certificates issued. The twenty-five (25) colleges certified to offer the corrections curriculum reported an enrollment of 2,865 students.

Compilation of the enrollment figures shows white males represent 29.7 percent of the students enrolled and white females represent 19.5. The remainder of the students enrolled were Black, Hispanic, American Indian, Asian and other ethnic groups.

During the 2000-2001 academic year, 395 students completed an approved Certified Corrections Officer Academic Program.

Students Enrolled in Certified Corrections Officer Academic Programs

	White	Black	Am Ind	Hisp	Asian	Other
Females	561	554	21	33	3	209
Males	853	368	26	30	1	206
Total	1,414	922	47	63	4	415

Students Who Completed a Certified Corrections Officer Academic Program

	White	Black	Am Ind	Hisp	Other
Female	117	27	5	9	0
Male	191	17	8	8	0
Total	308	54	13	17	13

Instructors in Certified Corrections Officer Academic Programs

	White	Black	Am Ind	Hisp	Asian
Female	43	10	0	0	0

Male	107	29	1	1	1
Total	150	39	1	1	1

STATE STANDARDS

Chairperson - Barry McLemore

New corrections officer recruits must successfully complete 320 hours of academic and practical training at the Academy, including *Report Writing, Custody & Security, Sexual Harassment, Prisoner Management, Self Contained Breathing Apparatus, Disturbance Control, Emergency Health Care, Professional Employee Conduct with Offenders* and *Firearms Familiarization*.

Phase I of the training begins the new officer's first six weeks of employment at the Academy. Phase II is two months of on-the-job training at the facilities to which the recruits are assigned. The recruits return to the Academy for Phase III, which lasts for two weeks. The 16-week training period culminates with a graduation ceremony. Graduation certificates are presented as are various awards recognizing recruits for their academic achievement, attitude and perseverance.

New corrections officers in Michigan receive extensive training in a variety of subjects. The college requirement, satisfactory completion of 320 hours of Academy training, two months on-the-job training, training in Emergency Health Care and physical fitness achievement are only a few of the reasons for a sense of pride and accomplishment at having met rigorous training standards.

Recertification requirements state that correction officers must complete training as approved by the Council. Department policy set the amount of training required annually at forty hours. This amount is in agreement with American Corrections Association standards. The Council has, in the past, accepted and endorsed the forty hour annual training requirement.

Due to budget concerns, a variance to the forty hour annual training requirement was requested and approved. This variance was for the 2001-2002 training year only and would require an additional approval for subsequent training years.

EFFECTIVENESS OF TRAINING

The following is a brief summary in response to the 1997 Auditor General's report on evaluating the effectiveness of training. The response includes a brief summary of the MDOC's means for monitoring training and obtaining input to ensure the effectiveness and quality of training, which has continued through 2001:

- C Policy Directive 02.05.102 *Training Committees* provides one means for obtaining input from all levels of employees for recommendations and assistance in the development of training programs. It includes:

Work site reports of training committees to be submitted by the Warden or Regional Prison Administrator to the appropriate Deputy Director by March 1 each year.

Training recommendations approved by the Deputy Directors are forwarded to the Director for approval; the Director then forwards the approved recommendations to the Administrator, Office of Training and Recruitment by April 1 each year.

- C The P.A. 415 Training Committee, a standing committee with representation from each administration and the Office of Training and Recruitment, meets annually in the Spring. This committee reviews the Director approved recommendations of the facility training committees and Office of Training Recruitment recommendations and recommends mandatory and menu training programs for the following year for employees covered by P.A. 415:

1. Recommendations from the committee are submitted by June 30 to the Deputy Directors for approval.
2. Recommendations approved by the Deputy Directors are submitted by July 31 for the Director's approval.
3. Programs approved by the Director for the next year's P.A. 415 training are submitted by September 30 to the Council State Standards Committee for review and recommendation for Council approval.
4. Programs approved by the State Standards Committee are submitted by November 30 to the Council for approval.

5. Council approved programs are included in the next year's in-service training plan, prepared by the Office of Training and Recruitment. Director approval of the in-service training plan is obtained by December 31.
- C Quarterly meetings with institutional training officers and Field Operations Administration (FOA) regional training coordinators are held at field sites by the In-Service Training Manager, to obtain input about the current year's training, problems, and recommendations for changes and improvements. This forum also provides an additional opportunity for input into the next year's training programs.
 - C A standing Shoot Review Committee, consisting of representatives from Correctional Facilities Administration, Field Operations Administration, Administration and Programs Administration (includes the Administrator, Office of Training and Recruitment), Policy & Hearings and Internal Affairs meets as necessary. This committee reviews all instances of firearms discharges in the Department and determines if the firearm discharges were appropriate; if training issues are identified, the Administrator, Office of Training and Recruitment follows up.
 - C An annual training meeting with institutional training officers and Field Operations Administration regional training coordinators is held at a central site by the Office of Training and Recruitment each year, to distribute the upcoming year's training materials, conduct train-the-trainer programs and obtain input from the participants as to the length and presentation of the programs.
 - C Critical incident debriefings are held by the Deputy Directors when critical incidents occur in their administrations. When issues arise during debriefings that need to be addressed by training, these matters are referred to the Office of Training and Recruitment for appropriate action.

In order to respond to the needs of the corrections community, training program development must logically include Department consultation and review. Before a Department training program can be implemented, substantively changed or deleted, it must be reviewed by the appropriate administrator.

LOCAL STANDARDS

Bill Page, Chairperson

Due to a lack of awarded grant funds, 1996 was the last year for the Local Corrections Training Program (LCTP) as coordinated by the MDOC. In 2001, colleges and county sheriffs' departments conducted a limited number of MCOTC approved 160 hour Local Corrections Training Programs with funds from the Michigan Commission on Law Enforcement Standards. Lodging for local corrections officers attending programs offered in the greater Lansing area was provided at the DeMarse Corrections Academy. The Council continues to certify and recertify qualified local officers at the request of sheriff's departments and colleges and maintains these records at the Academy.

In 2001 the Council granted certification to 148 local corrections officers who completed MCOTC approved 160 hour programs. The Council granted recertification to 96 local corrections officers who completed Council approved in-service training.

Interest in the LCTP increased dramatically in 2001. New trainer standards were developed and adopted. Several forms were developed to improve recordkeeping.

An Ad-Hoc Committee was formed in 2001 to review and revise portions of the 160 hour LCTP. The Committee met several times and has enlisted help from several different areas to continue this task.


ACKNOWLEDGMENTS:

The Michigan Correctional Officers' Training Council appreciates the continuing support it receives from the Governor's office and the Legislature. The Council has functioned smoothly because of the fine support system provided by the Department of Corrections and the Department of Civil Service.

Our appreciation is extended to those whose assistance is essential; not only to our office, but also to the correctional officers we serve. This includes the Michigan Sheriff's Association, Michigan Corrections Organization, Michigan colleges and universities, the National Institute of Corrections, the International Association of Corrections Officers and the Michigan Association of Chiefs of Police. We particularly want to express our thanks to the Administrator of the Office of Training and Recruitment and support staff for the conscientious and capable manner in which they carry out the Council's responsibilities.

We have had the privilege of serving the needs of Michigan correctional officers since 1983 and will strive to continue to do so in the future.

Respectfully submitted,

A handwritten signature in cursive script, reading "Elizabeth A. Foley".

Elizabeth A. Foley, Chairperson
Michigan Correctional Officers' Training Council